

YOU'VE APPLIED FOR UNEMPLOYMENT... WHAT'S NEXT?

**NOW, YOU START YOUR “WEEKLY CLAIMS.”
YOU MUST MAKE A CLAIM, ON TIME, EACH WEEK.**

HOW DO I MAKE MY WEEKLY CLAIM?

Simply log onto **go2ui.com** and click on “Weekly Claims” to get started. If you have a computer, it is easiest to claim from home. If not, you can use free computers at your local library, WorkSource Office or local employment center. You can also claim by phoning the **Weekly Claims Line** at one of the numbers listed below.

What is a Weekly Claim?

A weekly claim is a set of questions you answer about the week that just ended. Your answers will tell us if you are eligible for benefits. **If you do not make your claim on time each week, you will not receive a check.**

When Do I Make My First Weekly Claim?

You always claim for a week after it has ended. All weeks end at midnight on Saturday night. So, Sunday is the first day you can file for the week that has just ended.

The Sunday after you applied for unemployment or reopened an existing claim, is the first day you can make your weekly claim. However, you have until 5 p.m. on the last working day of the week to claim (this is usually a Friday, unless there is a state holiday).

Example

YOU APPLIED FOR UNEMPLOYMENT BENEFITS DURING THIS WEEK

YOU MAKE YOUR FIRST WEEKLY CLAIM THIS WEEK

MONTH						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

What If I Do Not Make My Claim on Time?

Our Internet and telephone weekly claims line systems do not accept late claims. If you try to claim late, or you miss a week, the system will not work for you. You will need to call the Unemployment Claims TeleCenter during regular business hours to restart your claim.

You may be denied benefits for weeks that you do not claim on time.

How Do I File by Phone?

If you do not have access to a computer, call the Weekly Claims Line and press (or say) “1” to get started:

Seattle	206-340-0300
Spokane	509-892-6888
Tacoma	253-305-0300
All other areas	1-800-318-6022
Espanol	1-800-318-1664
TTY	1-800-318-1665

You may have difficulty using the claims line from some cordless and cellular phones.

If you can not use the Internet or the phone, use the claim forms included in your Unemployment Claims Kit.

What Will Happen the First Time I Claim?

You will be asked to:

- Enter your social security number,
- Enter the two-digit month and the four-digit year you were born, and
- Create a personal identification number (PIN).

Your PIN is a four-digit code that you will need to file your claim each week. Be sure that it is a number you will remember. **Do not tell anyone your PIN; it is legally the same as signing your name. You are responsible for all payments made with your PIN.**

How Do I Know My Weekly Claim was Accepted?

The message “your claim has now been accepted” will confirm that your claim is complete. If you disconnect before getting this message your claim will not be processed.

After you receive confirmation that your claim has been accepted, if more information is needed, you will be given a special phone number to call the TeleCenter. If you do not call this number as instructed, your check may be delayed.

If you are unsure whether your claim has been accepted, call the Weekly Claims Line at least 24 hours after submitting your claim and press (or say) “2”.

Where is My check?

You can also use the Weekly Claims Line to:

- ✓ Get information about your check.
- ✓ Change your address (Sunday through Thursday).
- ✓ Reopen a current claim that you have not used during the last four weeks or more.

Go Back to Work Fast

For each week that you claim benefits, you must make at least three employer contacts or participate in the required number of approved in-person job search activities at your WorkSource Office or local employment center.

Visit your local WorkSource Office in Washington State to find FREE resources, technology, and personal services you will need to find a job. Services include workshops, computers, copiers, telephones, fax, Internet access, and newspapers. For a list of our offices, refer to your Unemployment Claims Kit, your local phone book, or go to **www.go2worksource.com**.

For claimants living out of state, you can locate your nearest local employment center by calling 1-877-872-JOBS (5627), or on the Internet at www.servicelocator.org.

Weekly Claims Online at www.go2ui.com

IMPORTANT!

Changes are being made to both the telephone and Internet Weekly Claims Line systems. These changes will take place soon.

What Will I be Asked When I Claim Each Week?

You will be asked the following questions about the week that just ended. If you make a mistake, simply disconnect and start over. You will not be able to skip past or forward through the first two questions.

1. Were you physically able and available for work each day?
 2. Did you make an active search for work as directed?
If you answer “yes” to the active search for work question, and you are not exempt from the job search requirements, you will be asked an additional question about whether you made the appropriate number of contacts and recorded the contacts on your job search log.
 - **For claims effective prior to 1/4/04:** You must make at least 3 employer contacts or participate in 1 approved in-person job search activity.
 - **For claims effective on or after to 1/4/04:** You must make at least 3 employer contacts or participate in 3 approved in-person job search activities, or a combination of both for a total of 3.
 3. Did you refuse any offer of work or fail to go for a scheduled job interview?
 4. Have you applied for or received worker’s or crime victim’s compensation?*
 5. Have you applied for or did you have a change in pension?*
 6. Did you or will you receive holiday pay from your regular employer for any day of the week you are now claiming?*
 7. Did you or will you receive vacation pay for any day of the week you are now claiming?*
 8. Did you or will you receive pay in lieu of notice, or termination pay for any day of the week you are now claiming?*
 9. Did you serve on a jury?*
 10. Did you perform duty in the Military Reserve or National Guard for more than 72 consecutive hours?*
 11. Did you work in self-employment?*
 12. Did you work for any employer last week?*
- If you worked during the week, be ready to provide your employer’s business name, complete mailing address, and dates you worked. Be prepared, as you will only have two minutes to leave the entire recording.
13. Did you have any other reportable earnings?* If you are not sure these earnings are reportable, refer to your Unemployment Claims Kit or check with your TeleCenter.

*Report earnings in the week you earned them, not in the week you received them. Enter the total amount before deductions. For self-employment, enter your net earnings. You will also be asked the total hours or days for which you had earnings.

When employment is reported, you may also be asked:

- Did you work for more than one employer?
- Was this work for the same employer as last week?
- Did you or will you work for the same employer this week?
- Have you had a reduction in hours due to a lack of work?
- Was your separation from employment due to:
 1. A lack of work?
 2. Reduced hours due to a lack of work?
 3. You were fired?
 4. You quit?
 5. Some other reason?

Remember—You are required to keep a log of your employer contacts and job search activities. A Job Search Log will be mailed to you to keep track of these activities or you can download one from the site listed below.

Weekly Claims Online at www.go2ui.com
Download forms at www.wa.gov/esd/ui/uiforms



The Employment Security Department is an equal opportunity employer and provider of programs and services. Auxiliary aids and services are available upon request to persons with disabilities. Auxiliary aids may include qualified interpreters and telecommunication devices for hearing or speech impaired (TTY) individuals. Individuals with limited English proficiency may request interpretive services free of charge to the customer in order to conduct business with the department.